

OKLAHOMA DISTRICT ATTORNEYS COUNCIL

Job Description Form



Position: Software Developer	Job Code:
Division: Information Technology Division	Salary Range: \$60,000 - 70,000
Location: DAC/Oklahoma City	Reports to: Director, IT

Level/Grade: Senior/Level II	Type of position: <input checked="" type="checkbox"/> Full-time	Hours: 40 hours per week Exempt
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JOB DESCRIPTION

The Software Developer, at the direction of the IT Director, has responsibility for the completion of custom software development, enhancements, process, and code reviews of web applications for the agency. Under general supervision and with high-level technical expertise, the Software Developer will monitor day-to-day operation on the in-house and COTS applications, and will work with stakeholders and vendors to improve performance, ensure consistency, and initiate platform appropriate change control processes. The Software Developer will also maintain and modernize Microsoft Access and Microsoft Excel programs.

DUTIES AND RESPONSIBILITIES

- Write and develop Python, JavaScript, PowerShell and jQuery code and test applications.
- Write SQL and database driven applications.
- Debug and analyze Microsoft Access and Excel program.
- Add functionality to Access and Excel using Macros or Visual Basic for Applications (VBA).
- Change actions, behavior and codes within Access and Excel files.
- Communicate in both technical and non-technical context.
- Willingness to learn to build and maintain custom and COTS applications.
- Willingness to learn to create Web Based Applications, Web Services, and REST API Interfaces.
- Ability to research and identify solutions, determine implementation designs, and provide guidance.
- Manage small/medium sized projects by reviewing requirements and turning them into technical solutions.
- Recommend modifications to processes and procedures, best practice contributions, and architecture.
- Perform the quality assurance and integration testing for projects after development is completed and before projects are deployed.
- Troubleshoot business and production issues by gathering information and conducting root cause analysis to reduce issues.
- Manage and track communications with project managers, quality assurance, and product managers.
- Adhere to the organizational processes and the tracking of project metrics, including financials and projects' statuses.
- Establish project objectives and plans by analyzing requirements and collaborating with management.
- Understand scope and high-level requirements and participate in the solution elaboration and implementation process.
- Analyze requirements and translate business requirements into product designs.
- Coordinate and report status on development tasks (design, unit test, code, source control) and issue resolution among developers.
- Write technical specifications and other forms of documentation.
- Maintain knowledge of current and emerging applications, technologies, and standards.
- Desire to continuously improve technical skills.

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RELATIONSHIPS

The Software Developer works under the direction of the Information Technology Director and work closely with the Application Support Team. This position requires excellent customer service and organizational skills to support administrative personnel, department supervisors, staff, and DAC customers. This person will be required to promote a positive work environment by maintaining respectful interactions with DAC members, and it requires the ability to function successfully in both team and independent work environments.

SUPERVISORY RESPONSIBILITIES

None.

WORK EXPERIENCE REQUIREMENTS

Required Skills/Experience:

- 1-2 years of experience in software development.
- Bachelor's Degree in Information Technology or related technical field.
- Experience with Microsoft Access, Microsoft Excel.
- Experience in Macros or Visual Basic for Applications (VBA) (highly preferred).
- Experience with scripting languages such as Java Script, Python, PowerShell.
- Experience in writing SQL statements.
- Ability to use version control.
- Excellent written and verbal communication skills.
- Customer service experience.
- Creative problem-solving skills and a smart, intentional approach to tasks (highly preferred).
- Must work well in a fast-paced environment, balancing on-demand support for issues as they arise with an orderly approach to non-emergent tasks.

EDUCATION REQUIREMENTS

A degree from an accredited college or university in computer science or two years' of relevant experience. Experience may substitute for education on a year-for-year basis as follows: graduation from high school or equivalent and four years working in relevant area of expertise.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to sit and reach with their hands and arms and perform repetitive motions with wrists, hands, and fingers. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 50 pounds or more. Specific vision abilities required by this position include close vision, color vision, depth perception, ability to adjust and focus, and the ability to see clearly at 20 feet or more.

WORK ENVIRONMENT

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, may work in high precarious places, and the risk of electrical shock. This position frequently handles emergency or crisis situations and may be subject to varying and unpredictable situations and work hours. The employee is subject to frequent interruptions, multiple calls and inquiries, and may occasionally handle absentee replacement on short notice. The noise level in the work environment is usually moderate.

Frequent in-state travel and occasional out-of-state travel may be required.

Reviewed By:	<i>Title</i>	Director Of Information Technology
Approved By:	<i>Title</i>	Administrative Coordinator, DAC

The Oklahoma District Attorneys Council (DAC) provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type based on race, color, religion, age, sex (including gender identity or expression and pregnancy), national origin, sexual orientation, disability status, genetics, protected veteran status, or any other characteristic protected by federal, state, or local laws. DAC also has a strict no-retaliation policy that prohibits retaliation against individuals who report discrimination or harassment, or who participate in investigations into such conduct. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall transfer, leaves of absence, compensation, and training.

SUBMIT RESUME & COVER LETTER TO:

careers@dac.state.ok.us

or

District Attorneys Council
Attn: Human Resource Division
421 N.W. 13th Street, Ste. 290
Oklahoma City, OK 73103

Open until filled